

2016 Proposed User Fees By-law

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SEPTEMBER 17, 2015

MARY HASAN, DIRECTOR OF FINANCE/TREASURER

Changes to Fee Structure

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- Changes to fee structure to:
 - Better reflect costs for providing the service;
 - Be in line with the fees charged by comparator municipalities; and
 - Adjust based on the 2016 projected CPI rate of 2%

Administration

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- Recommend removing the meeting investigator fee for closed meeting investigations.
- Fee has been in place since January 1, 2009.

	Unit/Descr	2015 Rate	2016 Rate
Investigator Fees	Per half day less than 3 hours plus related expenses	\$175	\$0
Investigator Fees	Per day over 3 hours plus related expenses	\$350	\$0

Finance

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- Recommend removing the invoice administration fee for issued invoices.
- Majority of comparator municipalities do not charge a fee.

	Unit/Descr	2015 Rate	2016 Rate
Administration Fee	Per Invoice	\$25	\$0

Public Works

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- Recommend entrance permit fee increase by the 2016 projected CPI rate of 2%.

	Unit/Descr	2015 Rate	2016 Rate
Entrance Permit	Flat Fee	\$225	\$230

Fire and Rescue Services

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- New fee recommended for the actual cost of a water tank lock.

	Unit/Descr	2015 Rate	2016 Rate
Water Tank Locks	Per Lock	\$0	\$17.80

Building

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- Recommend increasing fees in the Building department by the 2016 projected CPI rate of 2%.

	Unit/Descr	2015 Rate	2016 Rate
Minimum Permit Fee (for all work unless otherwise noted)	Minimum Permit Fee	\$150	\$153
Farm Buildings	Per sq. foot	\$0.26	\$0.27
Single Family Dwelling up to 225 m²	Per sq. foot	\$1.40	\$1.43
Single Family Dwelling over 225 m²	Per sq. foot	\$1.85	\$1.89
Interior Renovations and Finished Basements	Per sq. foot	\$0.50	\$0.51
Residential Deck	Flat Fee	\$150	\$153
Accessory Buildings/Attached Garage	Per sq. foot	\$0.70	\$0.71

Building

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- Recommend increasing fees in the Building department by the 2016 projected CPI rate of 2%.

	Unit/Descr	2015 Rate	2016 Rate
Construction Value Over \$3M	Per \$1,000 of Construction Value	\$7.00	\$7.14
Deferral of Revocation of Permit	Flat Fee	\$150	\$153
Demolition Permit	Flat Fee	\$150	\$153
Designated Structure Permit	Flat Fee	\$400	\$408
Occupancy Permit	Flat Fee	\$150	\$153
Reactivate Abandoned Permit	Flat Fee	\$150	\$153
Revision to a Permit	Before permit is issued	\$150	\$153
Revision to a Permit	After permit is issued	\$300	\$306

Building

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- Recommend increasing fees in the Building department by the 2016 projected CPI rate of 2%.

	Unit/Descr	2015 Rate	2016 Rate
Septic System	New system	\$600	\$612
Septic System	Alter, Repair or extend existing system	\$450	\$459
Special Inspection Fee	Flat Fee	\$100	\$102
Tent or Marquee Application Fee	Flat Fee	\$250	\$255
Transfer of Permit	Flat Fee	\$150	\$153

Building

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- Recommend introducing a minimum permit fee for farm building permits for recouping the administrative, review and inspection costs of providing the service.
- Recommend increasing the fee for institutional, commercial and industrial building permits with construction values of up to \$3M to be in line with surrounding municipalities and for cost recovery purposes.

	Unit/Descr	2015 Rate	2016 Rate
Minimum Permit Fee – Farm Buildings	Minimum Permit Fee	\$0	\$300
Construction Value Up to \$3M	Per \$1,000 of Construction Value	\$10	\$11

Building

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- Recommend two separate fees be established for alternative solution applications.
 - Alternative Solution Application – Part 9 Residential Buildings – Fee to be applied for residential and accessory structures.
 - Alternative Solution Application – Part 3 and Part 9 Other than Residential Buildings – Fee includes third party review of applications and staff time for researching proposals and is in line with comparator municipalities.

	Unit/Descr	2015 Rate	2016 Rate
Alternative Solution Application	Flat Fee	\$350	See below
Alternative Solution Application – Part 9 Residential Buildings	Flat Fee	See above	\$357
Alternative Solution Application – Part 3 and Part 9 Other than Residential Buildings	Flat Fee	See above	\$650

Building

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- Recommend introducing a fee to recover the staff time associated with performing re-inspections and partial inspections.

	Unit/Descr	2015 Rate	2016 Rate
Re-inspect works not ready	Flat Fee	\$0	\$153
Re-inspect code violations/deficiencies	Flat Fee	\$0	\$76
Partial Inspection	Flat Fee	\$0	\$76

Building

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- Recommend a stand-alone fee be included for sign permits for the recovery of staff time to administer and inspect (2 inspections required – footing and final inspection).
- Recommend introducing a fee for sewage system evaluations which apply to additions/renovations to recover staff time associated with review.

	Unit/Descr	2015 Rate	2016 Rate
Sign Permits	Flat Fee	Same fee structure as institutional, commercial and industrial buildings	\$255
Sewage System Evaluation	Flat Fee	\$0	\$153

Planning and Development

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- Planning Act stipulates that planning application fees be designed to meet anticipated costs to municipality.
- Zoning By-law Amendment fees are proposed to change to include a fee for Standard Zoning By-law Amendments and Minor Zoning By-law Amendments.
 - The practice in the past has been to charge an administration fee and invoice the applicant for disbursements and third party fees.
- The proposed fees are all encompassing (they include disbursements, third party fees, staff time, etc.) and have been developed based on applications recently completed or currently in progress and municipal comparators.

	Unit/Descr	2015 Rate	2016 Rate
Zoning By-law Amendment	Administration Fee	\$2,000	See below
Standard Zoning By-law Amendment	Flat Fee	See above	\$11,200
Minor Zoning By-law Amendment	Flat Fee	See above	\$3,600

Planning and Development

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- Recommend increasing the administration fee for zoning by-law amendment – aggregate applications to recover the staff time and resources required for processing these applications and to be in line with the fees charged by comparator municipalities and conservation authorities.
- Recommend increasing the administration fees associated with Minor Variances and Site Plan Control by the 2016 projected CPI rate of 2%.
- Fees denoted with an asterisk (*) are also subject to the Township's disbursements and third party consultant fees.

	Unit/Descr	2015 Rate	2016 Rate
Zoning By-law Amendment – Aggregate *	Administration Fee	\$7,500	\$15,000
Minor Variance *	Administration Fee	\$650	\$663
Site Plan Control *	Administration Fee	\$2,000	\$2,040

Planning and Development

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- Recommend establishing a fee for telecommunication tower proposals and consent reviews and condition clearances for the staff time and coordination involved.
- Recommend changing deposit fee structure for grading review completed on new dwellings to a flat fee structure to recoup engineering costs and staff time associated with coordinating grading inspections.

	Unit/Descr	2015 Rate	2016 Rate
Telecommunication Tower Proposals	Flat Fee	\$0	\$500
Consent Review and Condition Clearances	Flat Fee	\$0	\$125
Grading on new Dwellings	Flat Fee	\$2,000 deposit	\$2,000 flat fee

By-law

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- Recommend changing deposit fee structure for grading review completed on pool enclosure permits to a flat fee structure to recoup the engineering costs and staff time associated with coordinating grading inspections.
- Recommend increasing the following fees by the 2016 projected CPI rate of 2%
 - Inspection permit – LCBO
 - Kennel licence
 - Pool enclosure permit

	Unit/Descr	2015 Rate	2016 Rate
Grading on Pool Enclosure Permits	Flat Fee	\$500 deposit	\$600 flat fee
Inspection Permit – LCBO	Per Inspection	\$100	\$102
Kennel Licence	Per Licence	\$175	\$179
Pool Enclosure Permit	Flat Fee	\$350	\$357

By-law

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- Recommend increasing the site alteration permit application administration fee to be in line with other municipalities and other agencies (conservation authorities).
- Fees denoted with an asterisk (*) are also subject to the Township's disbursements and third party consultant fees incurred for the processing of the application.

	Unit/Descr	2015 Rate	2016 Rate
Site Alteration Permit Application *	Administration Fee	\$250 plus \$50 per hectare	\$1,800 plus \$75 per hectare

Puslinch Community Centre

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- Incorporated a new fee at the Archie MacRobbie Hall during non-prime times (Mon to Thurs and Sun)
- Facility bookings area receives requests to rent the hall for less than the full day rental
- Per hour fee after 4 hours allows those requesting to use the facility for 5 to 7 hours to have that option without paying the full day rental rate

	Unit/Descr	2015 Rate	2016 Rate
Archie MacRobbie Hall - Non-Prime	Per Hour after 4 Hours	\$0	\$45.63